

Document title:		Course Extension and Adjustment Policy
Approving authority:		Board of Directors
Related policies:		Application and Admissions Policy Course Fees Policy Exit Points Policy Refund Policy Transition and Teach-Out Management Policy
Next review:		01/06/2026
Version	Release date	Comment
V1.0	01/06/2023	Initial release

1. Introduction

This policy outlines the process and conditions for applying for a course extension or adjustment at ITAC. It is designed to support students in managing their studies while balancing other responsibilities and unforeseen circumstances. Our aim is to provide a friendly and flexible learning environment while maintaining academic integrity.

2. Course Extension

Students may apply for extensions to their initial enrolment period if they need additional time to complete their coursework. Extensions are granted for a specific period, usually no longer than six months at a time. Students may be required to provide a valid reason and supporting evidence for their request. All extensions are subject to fees being payable in advance (such as monthly in advance), a direct debit payment schedule, or unless negotiated otherwise.

3. Student Responsibilities

As adult learners, students bear the sole responsibility for completing their coursework well in advance of their enrolment end date. This includes allowing sufficient time for marking, resubmissions, return of assessments, and organizing all aspects of work placement learning (WPL), including clearances and placement scheduling. Students must account for potential illness, school holidays and other unexpected delays.

Note that placement cannot be completed during school holidays, so students need to plan accordingly. Extension fees will not be waived if a student fails to submit assessments, organize clearances, or attend placements before their end date, even if the end date falls on a school holiday.

4. Course Adjustment

While courses at ITAC cannot typically be deferred, students may apply for an adjustment to their course end date. In certain instances, such as serious medical conditions, an adjustment may be granted at no cost or partial cost, at the discretion of ITAC. Evidence may be requested.

5. ITAC's Discretion

ITAC is not under any legal obligation to extend a course for any reason, including failure to complete their placement within the specified enrolment period. Students are encouraged to complete their placement well in advance of their end date.

6. Application Process

Students who wish to apply for a course extension or adjustment should do so in writing, preferably using the designated master form. The written request should be sent from the email address of the student on record.

7. Training and Review

This policy will be communicated to all relevant staff and students. ITAC will review the policy regularly to ensure it remains current and consistent with best practices and Australian requirements for businesses.

8. Conclusion

The Course Extension and Adjustment Policy is designed to provide a supportive, friendly, and professional environment for students to manage their studies. By being aware of the available options and adhering to the guidelines outlined in this policy, students can successfully navigate their educational journey at ITAC.
